


Ontario

Ministry  
of  
Housing

**PROCEDURES FOR THE ADOPTION,  
SUBMISSION AND LODGING OF  
OFFICIAL PLANS AND AMENDMENTS  
PURSUANT TO THE REQUIREMENTS  
OF THE PLANNING ACT**



**Operations and Development Control Branch  
Plans Administration Division  
Revised November, 1978**



Digitized by the Internet Archive  
in 2024 with funding from  
University of Toronto

<https://archive.org/details/31761118944750>

## Table of Contents

### PROCEDURES FOR THE ADOPTION, SUBMISSION AND LODGING OF OFFICIAL PLANS AND AMENDMENTS PURSUANT TO THE REQUIRE- MENTS OF THE PLANNING ACT.

	<u>Page</u>
A. <u>PROCEDURES FOR THE ADOPTION, SUBMISSION AND LODGING OF AN OFFICIAL PLAN.</u>	1
A.1 <u>THE ADOPTION OF THE OFFICIAL PLAN.</u>	1
a. In Subsidiary Planning Areas and Single Independent Planning Areas	1
b. In a Joint Planning Area	2
c. In a Regional Municipality	3
d. Repeals	4
e. Certificate Page/Adoption By-law	4
A.2 <u>DESIGNATION OF EACH COPY OF THE OFFICIAL PLAN.</u>	5
A.3 <u>SUBMISSION TO THE MINISTER.</u>	5
a. Letter Requesting Approval by the Minister	5
b. Number of Copies of Official Plan to be Submitted and Signed by the Minister	5
c. Number of Copies of Official Plan for Canvassing Purposes	6
d. Information re: Public Hearing or Meetings	6
A.4 <u>NOTIFICATION OF THE MINISTER'S DECISION.</u>	7
A.5 <u>LODGING OF THE OFFICIAL PLAN.</u>	7
a. Lodging in the Registry Office of Lands	7
b. Lodging with Minister and Other Public Agencies	8
B. <u>PROCEDURES FOR THE ADOPTION, SUBMISSION AND LODGING OF AN AMENDMENT.</u>	10



B.1	<u>THE ADOPTION OF AN AMENDMENT IN ANY PLANNING AREA FOR AMENDMENTS INITIATED BY COUNCIL.</u>	10
B.2	<u>NUMBER OF COPIES OF AMENDMENT FOR CANVASSING PURPOSES.</u>	11
B.3	<u>AN APPLICATION FOR AN AMENDMENT INITIATED BY AN INDIVIDUAL.</u>	11
C.	<u>APPENDIX.</u>	12

PROCEDURES FOR THE ADOPTION, SUBMISSION AND LODGING OF  
OFFICIAL PLANS AND AMENDMENTS PURSUANT TO THE REQUIREMENTS  
OF THE PLANNING ACT.

A. PROCEDURES FOR THE ADOPTION, SUBMISSION AND LODGING  
OF AN OFFICIAL PLAN.

A.1 THE ADOPTION OF THE OFFICIAL PLAN.

(a) In Subsidiary Planning Areas and Single  
Independent Planning Areas.

The following procedures apply to single independent planning areas and certain subsidiary planning areas. In the case of subsidiary planning areas, these procedures apply where the official plan is prepared by the subsidiary planning board for the subsidiary planning area. They do not apply to those cases where the official plan is prepared by the joint planning board for the joint planning area. If the official plan is prepared by the joint planning board, refer to section A.1(b).

(i) Recommendation by Planning Board.

After the official plan has been prepared by the planning board, it must be approved by a majority vote of all members of the planning board. (Section 12(2) of The Planning Act). A certificate page indicating the recommendation of the planning board should be placed in the front of the document. This page should be signed by the chairman, or vice-chairman, and the secretary-treasurer of the Board. It should include the date of recommendation by the planning board. The corporate seal of the board should be affixed on the certificate page beside the signatures, as required under section 6 of the Act. (Sample 1).

(ii) Submission to Council.

The official plan is then submitted by the planning board to the council under section 13(1) of the Act.

(iii) Adoption by Council.

The council may then adopt the official plan under section 13(2) of the Act. The official plan must be adopted by by-law, not by resolution of council. The head of the council and the clerk of the municipality sign the certificate page. The corporate



seal of the municipality should be affixed beside these signatures. The certificate page should state the number of the adopting by-law and the date of adoption. (Sample 1). A certified copy of the adopting by-law should be placed in the front of the document along with the certificate page. (Sample 2).

An amendment to an official plan has a certificate page and an adoption by-law similar to those used for an official plan in a subsidiary or single independent planning area. (Samples 3 and 4).

(b) In a Joint Planning Area.

The following procedures apply only if the official plan is prepared by the joint planning board for the whole or part of the joint planning area. If the official plan is prepared by the subsidiary planning board for the subsidiary planning area, refer to section A.1(a).

(i) Recommendation by Planning Board.

The official plan is prepared and recommended to the designated municipality by the joint planning board in a manner similar to that outlined for subsidiary and single independent planning areas. (Sample 5).

(ii) Submission to Council.

The official plan is then submitted by the planning board to the council of the designated municipality under section 13(1) of the Act.

(iii) Adoption by Council.

The official plan is adopted by the designated municipality in a manner similar to that outlined for single independent and subsidiary planning areas. (Sample 6).

An amendment to an official plan in a joint planning area has a certificate page and an adoption by-law similar to those used for an official plan in a joint planning area. (Samples 7 & 8).

Although not required by the Act, where the official plan affects a municipality other than the designated municipality, it is suggested that the official plan be adopted by that municipality in addition to the designated municipality. The adoption statement, signatures and seals can be

affixed to the certificate pages in the same manner as for a designated municipality. Alternatively, a resolution from the municipality other than the designated one is sufficient.

Under section 13(3) of the Act, the Council of any other municipality within the joint planning area may adopt the official plan instead of the designated municipality. This may only be done:

- (1) after the expiration of 90 days from the day that the joint planning board has recommended the official plan to the designated municipality, and the designated municipality has not subsequently adopted the official plan,
- (2) or alternatively, within the 90 days, if the Council of the designated municipality has given its consent by resolution.

In either of these cases the procedures for the municipality adopting the official plan are the same as for a designated municipality, except that there should be a statement added to the certificate page indicating:

- (1) that the designated municipality did not adopt the official plan within 90 days from the planning board's recommendation,
- (2) or that the designated municipality consented by resolution to the adoption before the 90 days expired.

(c) In a Regional Municipality.

The following procedures apply to the preparation of the regional official plan.

(i) Recommendation by Planning Committee.

In regional municipalities there are no planning boards. However, some regional municipalities have planning committees of council. A regional planning committee can perform similar reviewing and advisory functions for regional council as a planning board. However, a committee does not have the same status as a planning board established under The Planning Act. For example,



a regional official plan may be prepared and recommended to the regional council by the planning committee, but this recommendation has no legal status under the Act.

(ii) Adoption by Regional Council.

The regional official plan is adopted by the regional council in a manner similar to that outlined for single independent and subsidiary planning areas. (Sample 9). Since the adoption by-law contains all required information, a certificate page is optional.

An amendment to an official plan in a regional municipality has an adoption by-law similar to the one used for a regional official plan. (Sample 10).

(d) Repeals.

A repeal is the term used when an approved official plan, including all amendments to that official plan, is revoked (repealed) with concurrent adoption of a new official plan.

The wording of the certificate page and adopting by-law in these circumstances is slightly different from those examples already examined. (Samples 11 and 12).

(e) Certificate Page/Adoption By-law.

Two additional items concerning the certificate page and adoption by-law require clarification:

- (i) Upon Ministry approval, a separate approval page is usually inserted into the document by the Ministry of Housing. Alternatively, the bottom portion of the certificate page is sometimes provided by the municipality for the Ministry's approval date and signature. This can be used if no modifications to the document are required, and the approval portion is properly worded. Section 14 of The Planning Act permits approval of official plans. Therefore, the approval portion of the certificate page for an official plan should refer only to that section of the Act. Similarly, section 17 of the Act provides for approval of amendments to official plans. Again, the approval portion of the certificate page for an amendment should refer only to section 17. No name should appear under the signing line of the approval portion for an official plan or amendment certificate.



Sample 14 shows correct examples of the approval portion of a certificate page.

- (ii) The official name of a planning area, given at the time it was designated by the province to be a planning area, must be the name used in certificate pages and adoption by-laws for official plans and amendments.

## A.2 DESIGNATION OF EACH COPY OF THE OFFICIAL PLAN.

Section 16(2) of the Act requires that a duplicate original of the official plan be lodged in every registry office of lands within the planning area. Section 16 together with section 14, refer to the official plan which is presumably the original. Technically, the original could be said to be the first typed or written document as adopted and signed by the Council. However, as copies will be required, they are usually mimeographed or printed and then officially recommended and adopted. To satisfy the intent of the Act, however, one copy of the official plan should be declared as the "original" and the others declared as "duplicate originals". This statement should be placed on the certificate page, preferably at the top.

For the number of duplicate originals that will be required, reference should be made to section A.3, "Submission to the Minister".

## A.3 SUBMISSION TO THE MINISTER.

Section 14 of the Act requires that the official plan be submitted to the Minister by the council that adopted the official plan. The planning board, however, may act as agent at the discretion of the council. The submission must contain the following:

- (a) Letter requesting approval by the Minister.

The submission must include a letter from the clerk of the municipality that adopted the official plan, requesting the Minister's approval.

- (b) Number of copies of official plan to be submitted and signed by the Minister.

The original and six (6) duplicate originals of the official plan must be submitted.



Two of the six duplicate originals will be retained by the Minister. One duplicate original will eventually be lodged in each registry office of lands within the planning area, when approved. The original and duplicate originals are the only documents that will be signed by the Minister. The original and duplicate originals, therefore, must each be clearly marked as such.

(c) Number of copies of official plan for canvassing purposes.

As the Minister is required to canvas various interested public authorities for their comments, the official plan must be circulated. In order to save time in the circulation, and to avoid damage to the original documents caused by the circulation, additional copies should be submitted so that each authority canvassed can receive a copy simultaneously. Since these copies are for canvassing purposes only, they are not official and need not be signed. Nevertheless they must be true copies of the original. These copies are in effect "working copies" and must be clearly marked WORKING COPY FOR CANVASSING PURPOSES ONLY. When the consideration by the Minister has been completed, these copies will not be signed and as many as possible will be returned to the planning board. At least thirty-five (35) copies of the working document must be submitted. Depending upon the number of public authorities affected, 35 copies may not be sufficient. In such cases the Minister will request additional copies as soon as possible after receipt of the application.

One "working copy" is to be sent directly to the appropriate Community Planning Advisory Branch (CPAB) field office. If the document is located in a regional municipality, check with the Plans Administration Division on whether CPAB should be forwarded a copy.

(d) Information re public hearing or meetings.

Detailed information on the steps taken by the planning board to bring the official plan to the attention of the local citizens should accompany the official plan to the Minister, either:

- (i) in the accompanying letter,
- (ii) as a separate document,
- (iii) or as an appendix.

This information should also include details of the public meetings and hearings held to explain the official plan to the public. Results of



these hearings should be included. It would be desirable to include this information as one of the appendices to the official plan to provide a permanent record. This information must not be included within the text of the official plan.

A.4 NOTIFICATION OF THE MINISTER'S DECISION.

When the Minister has made his decision on the official plan, the Plans Administration Division will notify all concerned parties of his decision.

- (a) The planning board and/or council will be notified of an approval. Instructions will be given at this time regarding the lodging of the official plan:
  - (i) in the local registry office of lands,
  - (ii) in the Minister's office,
  - (iii) and with other authorities as specified by the Minister.
- (b) The planning board and/or council will be advised of a disapproval.
- (c) Should the Minister decide to refer the matter to the Ontario Municipal Board, the planning board and/or council and the person who requested referral will be advised accordingly. The official plan and all pertinent information will be forwarded by the Minister to the Ontario Municipal Board.

A.5 LODGING OF THE OFFICIAL PLAN.

- (a) Lodging in the Registry Office of Lands.

Upon approval by the Minister, section 16(2) of the Act requires that a duplicate original be lodged in every registry office of lands for the area covered by the official plan. The duplicate original that was signed by the Minister and returned with his notice of approval is the document to be lodged in the local registry office. The registry office will normally allocate to the official plan a reference number (instrument number) and registration date according to the registry system of that office. When the official plan has been lodged, the clerk of the designated

municipality should advise the Minister of this reference number and the name of the registry office.

In most instances, there is only one registry office. There are some areas, however, where there is more than one registry office. In these cases a duplicate original must be lodged in each office. Regardless of whether the official plan was originally initiated by a planning board or a council, there is no difference in the requirement for lodging. This function must be carried out by the clerk of the designated municipality.

(b) Lodging with Minister and other Public Agencies.

Upon approval and registration of the official plan, section 16(1) of the Act requires that it be lodged by the clerk of the designated municipality in certain offices, and working copies of the official plan shall be available at such places for public inspection during office hours. The clerk, therefore, should prepare sufficient working copies of the official plan as approved by the Minister to be lodged in those offices as instructed by the Minister when notice of his decision is given. The official plan must include any modifications made by the Minister and they must be inserted into the appropriate sections of the plan. The clerk, by simple certificate affixed in the front of the documents, should certify each working copy by stating that it is a true copy of the official plan as approved by the Minister. (Sample 16).

In every case at least seven (7) certified copies will be required. Any increase in this number will be indicated by the Minister when notice of approval is given. In the case of regional municipalities (including Metropolitan Toronto), at least eight (8) certified copies will be required. The clerk of the designated municipality will distribute and lodge these certified copies as follows:

(i) Lodging of the Official Plan with the Minister.

Six (6) certified copies of the official plan, or additional copies as required, shall be lodged with the Minister.



These documents should be certified working copies, not duplicate originals. The municipality should incorporate the Ministry's modifications into the actual text of the working copies. In addition, the municipality should indicate the instrument number and registration date, either on the documents themselves or in a separate covering letter.

Two duplicate originals are retained by the Minister when approval is given, but these duplicate originals must not be counted in the six (6) certified copies to be lodged.

(ii) Lodging of the official plan with other Public Agencies.

When notifying the municipality of the Minister's decision, the Plans Administration Division will instruct the clerk of the designated municipality where he must lodge a certified copy of the official plan. In the case of joint planning areas, the Minister may require that a certified copy be lodged in the office of the clerk of other municipalities in that planning area. Also, the Minister may request that a certified copy be lodged in the office of the secretary-treasurer of one or more of the other planning boards.

The Plans Administration Division provides a certified copy of the official plan to:

- (1) Ministry of the Environment,
- (2) Ministry of Natural Resources,
- (3) Ministry of Treasury, Economics and Intergovernmental Affairs,
- (4) Ministry of Transportation and Communications,
- (5) Ontario Hydro.

One copy is retained by the Minister, and one copy is usually sent to the Community Planning Advisory Branch.

B. PROCEDURES FOR ADOPTION, SUBMISSION AND LODGING OF AN AMENDMENT.

The authority for amending an official plan is contained in section 17 of The Planning Act. Under section 17(1), the provisions of the Act with respect to official plans apply "mutatis mutandis" to official plan amendments. Therefore, the legislative requirements for amendment procedures are found in sections 12 to 16 of the Act.

The procedures outlined in this booklet for adoption, submission, and lodging of an official plan apply to amendments with three exceptions:

B.1 THE ADOPTION OF AN AMENDMENT IN ANY PLANNING AREA FOR AMENDMENTS INITIATED BY COUNCIL.

Under sections 17(1) and (2) of the Act, a council may initiate an amendment. This type of amendment can be made within any planning area. Usually these amendments are initiated by council in instances where the planning board either refuses or fails to recommend an amendment, but council wishes to proceed with an amendment regardless of the views of the planning board.

(i) Adoption by Council.

Council adopts the amendment in a manner similar to an amendment that has been recommended by planning board. Under section 17(2) of the Act, the Minister may request a report of the planning board. If the board does not concur with the action of council, the Minister is not empowered to approve the amendment unless it was adopted by at least a two-thirds majority of the whole council. If the planning board does not concur, council should endeavour to obtain the required majority to adopt the amendment before submitting it to the Minister.

The certificate page should only indicate the adoption by council. In addition to giving the number of the adoption by-law, the certificate should include a statement on the voting, and council size, i.e. "adopted by a vote of 7 to 3, in a ten-member council".



(ii) Preparation of document.

Regardless of whether the amendment is initiated by the planning board in the normal manner, or by the council, it is advisable for the actual document constituting the amendment to be prepared by the planning board staff on behalf of council. This procedure will ensure the maintenance of a standard type of document.

B.2 NUMBER OF COPIES OF AMENDMENT FOR CANVASSING PURPOSES.

At least twelve (12) copies of the working document must be submitted.

B.3 AN APPLICATION FOR AN AMENDMENT INITIATED BY AN INDIVIDUAL.

Under section 17(3) of the Act, an individual, (usually through his Solicitor) may request the Minister to refer an application for amendment to the Ontario Municipal Board when he has been refused by planning board and council.

Preparation of document.

A written presentation of argument in support of the view that the requested change is desirable and beneficial to the community at large is prepared. This report should indicate whether the proposed amendment is a text change or a land use change. Particular reference to the reasons for the municipality's refusal to propose the amendment is necessary.

Also, at least four (4) copies of a map showing the location of the land proposed for re-designation, the existing land uses in the near vicinity and some indication of the location in relation to the rest of the municipality, should be submitted to the Minister by the applicant.

C. APPENDIX.

- Sample 1     Certificate for official plan in a subsidiary or single independent planning area.
- Sample 2     Adoption by-law for official plan in a subsidiary or single independent planning area.
- Sample 3     Certificate for amendment to official plan in a subsidiary or single independent planning area.
- Sample 4     Adoption by-law for amendment to official plan in a subsidiary or single independent planning area.
- Sample 5     Certificate for official plan in a joint planning area.
- Sample 6     Adoption by-law for official plan in a joint planning area.
- Sample 7     Certificate for amendment to official plan in a joint planning area.
- Sample 8     Adoption by-law for amendment to official plan in a joint planning area.
- Sample 9     Adoption by-law for regional official plan.
- Sample 10    Adoption by-law for amendment to regional official plan.
- Sample 11    Certificate page for official plan (repeal and concurrent adoption).
- Sample 12    Adoption by-law for official plan (repeal and concurrent adoption).
- Sample 13    Approval portion of certificate pages.
- Sample 14    Certification that document is a true copy.



SAMPLE 1

CERTIFICATE FOR OFFICIAL PLAN  
(subsidiary or single independent planning area)

OFFICIAL PLAN

FOR THE

..... PLANNING AREA

The attached map (titled) and explanatory text,  
constituting the Official Plan for the .....  
Planning Area, was prepared by the .....  
Planning Board and was recommended to the Council  
of the ..... under the provisions  
of section 12 of The Planning Act, on the  
..... day of ..... 19.....

(Original Signatures)

CORPORATE

.....

SEAL OF

Chairman

Secretary

PLANNING

BOARD

This Official Plan was adopted by the Corporation of  
..... by By-law No. .... in  
accordance with the provisions of section 13 of  
The Planning Act, on the ..... day of .....  
19.....

(Original Signatures)

CORPORATE

.....

SEAL OF

Mayor

Clerk

MUNICIPALITY

SAMPLE 2

ADOPTION BY-LAW FOR OFFICIAL PLAN  
(subsidiary or single independent planning area)

BY-LAW NO.....

The Council of the Corporation of .....  
....., in accordance with the provisions of  
section 13 of The Planning Act, hereby enacts as follows:

1. The Official Plan for the .....  
Planning Area, consisting of the attached maps and  
explanatory text, is hereby adopted.
2. That the Clerk is hereby authorized and directed to  
make application to the Minister of Housing for  
approval of the Official Plan for the .....  
..... Planning Area.
3. This By-law shall come into force and take effect  
on the day of the final passing thereof.

Enacted and passed this ..... day  
of ..... 19.....

Signed \_\_\_\_\_  
(TYPED IN)  
Clerk

Signed \_\_\_\_\_  
(TYPED IN)  
Reeve

CORPORATE  
SEAL OF  
MUNICIPALITY

Certified that the above is a true copy of By-law No.....  
as enacted and passed by the Council of the.....  
..... On .....19....

Signed \_\_\_\_\_  
(ORIGINAL SIGNATURE)  
Clerk of the Municipality.



SAMPLE 3

CERTIFICATE FOR AMENDMENT TO  
OFFICIAL PLAN  
(subsidiary or single independent planning area)

OFFICIAL PLAN

FOR THE

..... PLANNING AREA

Amendment No. ....

The attached map (titled) and explanatory text,  
constituting Amendment No. .... to the Official Plan  
for the ..... Planning Area, was  
prepared by the ..... Planning Board and  
was recommended to the Council of the .....  
under the provision of sections 12 and 17 of The  
Planning Act, on the ..... day of ..... 19...

(Original Signatures)

CORPORATE

.....

SEAL OF

Chairman

Secretary

PLANNING

BOARD

This amendment was adopted by the Corporation of  
..... by By-law No. .... in accordance  
with the provisions of sections 13 and 17 of The  
Planning Act, on the ..... day of .....  
19.....

(Original Signatures)

CORPORATE

.....

SEAL OF

Mayor

Clerk

MUNICIPALITY

SAMPLE 4

ADOPTION BY-LAW FOR AMENDMENT TO  
OFFICIAL PLAN  
(subsidiary or single independent planning area)

BY-LAW NO.....

The Council of the Corporation of .....  
in accordance with the provisions of sections 13 and  
17 of The Planning Act, hereby enacts as follows:

1. Amendment No..... to the Official Plan for the  
..... Planning Area,  
consisting of the attached maps and explanatory  
text, is hereby adopted.
2. That the Clerk is hereby authorized and directed  
to make application to the Minister of Housing for  
approval of Amendment No..... to the Official  
Plan for the ..... Planning Area.
3. This By-law shall come into force and take effect  
on the day of the final passing thereof.

Enacted and passed this ..... day of  
..... 19.....

Signed (TYPED IN)  
Clerk

Signed (TYPED IN)  
Reeve

CORPORATE  
SEAL OF  
MUNICIPALITY

Certified that the above is a true copy of By-law No...  
as enacted and passed by the Council of the .....  
on .....

Signed (ORIGINAL SIGNATURE)  
Clerk of the Municipality.

SAMPLE 5

CERTIFICATE FOR OFFICIAL PLAN  
(joint planning area)

OFFICIAL PLAN

FOR THE

..... PLANNING AREA

The attached Schedules "A" and "B", and explanatory text, constituting the Official Plan for the ..... Planning Area, was prepared by the ..... Planning Board and was recommended to the Council of the ..... under the provisions of section 12 of The Planning Act, on the ..... day of ..... 19.....

(Original Signatures)

CORPORATE

.....

SEAL OF

Chairman

Secretary

JOINT

PLANNING BOARD

This Official Plan was adopted by the Council of the Corporation of ..... by By-law No. ... in accordance with the provisions of section 13 of The Planning Act, on the ..... day of ..... 19.....

(Original Signatures)

CORPORATE

.....

SEAL OF

Warden

Clerk

DESIGNATED

MUNICIPALITY



SAMPLE 6

ADOPTION BY-LAW FOR OFFICIAL PLAN  
(joint planning area)

BY-LAW NO.....

The Council of the Corporation of .....  
in accordance with the provisions of section 13 of  
The Planning Act, hereby enacts as follows:

1. The Official Plan for the .....  
Planning Area, consisting of the attached  
maps and explanatory text, is hereby adopted.
- 2.. That the Clerk is hereby authorized and  
directed to make application to the Ministry  
of Housing for approval of the Official Plan  
for the ..... Planning Area.
3. This By-law shall come into force and take  
effect on the day of the final passing thereof.

Enacted and passed this ..... day of  
....., 19.....

Signed           (TYPED IN)            
                  Warden

Signed           (TYPED IN)            
                  Clerk

Certified that the above is a true copy of By-law No.....  
as enacted and passed by Council of the Corporation of  
..... on the ..... day of .....19...

Signed           (ORIGINAL SIGNATURE)            
                  Clerk of Designated  
                  Municipality

CORPORATE

SEAL OF

DESIGNATED

MUNICIPALITY

SAMPLE 7

CERTIFICATE FOR AMENDMENT TO  
OFFICIAL PLAN  
(joint planning area)

AMENDMENT NO ..... TO THE  
OFFICIAL PLAN FOR THE  
..... PLANNING AREA

The attached maps and explanatory text constituting  
Amendment No..... to the Official Plan for the .....  
Planning Area were prepared by the .....  
Planning Board and were recommended to the Council of  
the ..... under the provisions of Sections  
12 and 17 of The Planning Act, on ..... 19.....

(Original Signatures)	<u>CORPORATE</u>
.....	
Chairman                      Secretary	<u>SEAL OF</u>
	<u>JOINT</u>
	<u>PLANNING BOARD</u>

Amendment No..... to the Official Plan for the .....  
..... Planning Area as recommended by the ....  
..... Planning Board was adopted by the  
Corporation of ..... by By-law No..... in  
accordance with the provisions of Sections 13 and 17  
of The Planning Act, on ..... 19.....

(Original Signatures)	<u>CORPORATE</u>
.....	
Mayor                                  Clerk	<u>SEAL OF</u>
	<u>DESIGNATED</u>
	<u>MUNICIPALITY</u>

SAMPLE 8

ADOPTION BY-LAW FOR AMENDMENT TO  
OFFICIAL PLAN  
(joint planning area)

BY-LAW NO.....

NOW THEREFORE the Council of the .....  
pursuant to the provisions of Sections 13 and 17  
of The Planning Act, enacts as follows:

1. The attached maps and explanatory text,  
constituting Amendment No..... to the  
Official Plan for the .....  
Planning Area is hereby adopted.
2. That the Clerk is hereby authorized and directed  
to make application to the Minister of Housing  
for approval of Amendment No..... to the  
Official Plan for the ..... Planning Area.
3. This By-law shall come into force and take  
effect on the day of the final passing thereof.

Enacted and passed on this .....  
day of ..... 19.....

Certified that the above is a true copy of By-law No....  
as enacted and passed by the Council of the .....  
on ..... 19.....

Signed (ORIGINAL SIGNATURE)  
Clerk of Designated Municipality

CORPORATE

SEAL OF

DESIGNATED

MUNICIPALITY



SAMPLE 9

ADOPTION BY-LAW FOR REGIONAL OFFICIAL PLAN

REGIONAL MUNICIPALITY OF .....

BY-LAW NO.....

The Council of the Regional Municipality of  
..... in accordance with section 13  
of The Planning Act, hereby enacts as follows:

1. The Official Plan for ..... Planning  
Area, being explanatory text containing sections  
1 to 17 inclusive and Schedules "A", "B", "C"  
and "D" attached hereto is hereby adopted.
2. That the Clerk of the Regional Municipality of  
..... is hereby authorized and directed  
to forward to the Minister of Housing for approval  
the Official Plan for ..... Planning Area.
3. This by-law shall come into force and take effect  
on the day of the final passing thereof.

Enacted and passed this ..... day of .....  
19.....

Signed           (TYPED IN)            
Chairman

Signed           (TYPED IN)            
Clerk of Regional  
Municipality

CORPORATE

SEAL OF

REGIONAL

MUNICIPALITY

Certified that the above is a true copy of By-law  
No..... as enacted and passed by the Council of  
the Regional Municipality of ..... on the  
..... day of ..... 19.....

Signed           (ORIGINAL SIGNATURE)            
Clerk of Regional Municipality

SAMPLE 10

ADOPTION BY-LAW FOR AMENDMENT TO REGIONAL  
OFFICIAL PLAN  
REGIONAL MUNICIPALITY OF.....

BY-LAW NO.....

The Council of the Regional Municipality of ..... in accordance with the provisions of sections 13 and 14 of The Planning Act, hereby enacts as follows:

1. Amendment No..... to the Official Plan for the ..... Planning Area, consisting of the explanatory text and attached schedule, is hereby adopted.
2. The Regional Municipality of ..... shall make application to the Minister of Housing for the approval of Amendment No ..... to the Official Plan for The Regional Municipality of.....
3. This By-law shall come into force and take effect on the day of the final passing thereof.

Enacted and passed this ..... day of ..... 19.....

Signed \_\_\_\_\_ (TYPED IN)  
Chairman

Signed \_\_\_\_\_ (TYPED IN)  
Clerk of Regional  
Municipality

Certified that the above is a true copy of By-law No..... as enacted and passed by the Council of the Regional Municipality of ..... on the ..... day of ..... 19.....

Signed \_\_\_\_\_ (ORIGINAL SIGNATURE)  
Clerk of Regional  
Municipality

CORPORATE  
SEAL OF  
REGIONAL  
MUNICIPALITY

SAMPLE 11

CERTIFICATE PAGE FOR OFFICIAL PLAN  
(repeal and concurrent adoption)

OFFICIAL PLAN

FOR THE

..... PLANNING AREA

The repeal of the Official Plan for the .....  
Planning Area (which Official Plan was approved by  
the Minister of Housing on ....., and subsequently  
amended), was recommended by the ..... Planning  
Board to the Council of the Corporation of .....  
on the ..... day of ..... 19.....

The attached Schedules "A", "B", "C", "D", and "E",  
and explanatory text, constituting the Official  
Plan for the ..... Planning Area, were  
prepared by the ..... Planning Board and  
recommended to the Council of the Corporation of  
..... under the provisions of section 12 of  
The Planning Act, on the ..... day of .....  
19.....

(Original Signatures)

CORPORATE

.....

SEAL OF

Chairman

Secretary

PLANNING

BOARD

The Official Plan for the ..... Planning  
Area (approved by the Minister of Housing on .....,  
and subsequently amended), having been recommended  
for repeal by the ..... Planning Board, was  
repealed by By-law No. .... in accordance with the  
provisions of Sections 13 and 17 of The Planning  
Act, on the ..... day of ..... 19.....

The Official Plan for the ..... Planning Area,  
as recommended by the ..... Planning Board, was  
adopted by the Corporation of ..... by By-law  
No. ... in accordance with the provisions of Section  
13 of The Planning Act, on the ..... day of .....  
19.....

Signed (ORIGINAL SIGNATURES)  
Mayor Clerk

CORPORATE

SEAL OF

MUNICIPALITY



SAMPLE 12

ADOPTION BY-LAW FOR OFFICIAL PLAN  
(REPEAL AND CONCURRENT ADOPTION)

BY-LAW NO.....

The Council of the Corporation of .....  
in accordance with the provisions of sections 13 and  
17 of The Planning Act, hereby enacts as follows:

1. The Official Plan for the ..... Planning  
Area (approved by the Minister of Housing on  
..... and subsequently amended), having  
been recommended for repeal by the .....  
Planning Board, is hereby repealed.
2. By-law numbers .....  
are hereby repealed.
3. The attached maps and explanatory text constituting  
the Official Plan for the ..... Planning Area  
which has been recommended by the .....  
Planning Board, is hereby adopted.
4. The Clerk is hereby authorized and directed to make  
application to the Minister of Housing for the  
approval of this repeal and the approval of the new  
Official Plan for the ..... Planning Area.
5. This by-law shall not come into force or take  
effect until approved by the Minister of Housing.

Signed (ORIGINAL SIGNATURES)  
Mayor Clerk

CORPORATE

SEAL OF

MUNICIPALITY

Certified that the above is a true copy of By-law No...  
as enacted and passed by the Council of the .....  
on the ..... day of ..... 19.....

Signed (ORIGINAL SIGNATURE)  
Clerk

SAMPLE 13

APPROVAL PORTION OF CERTIFICATE PAGE  
FOR AN OFFICIAL PLAN

The Official Plan for the .....  
Planning Area, which has been recommended by the  
..... Planning Board and adopted  
by the Council of ..... is hereby approved  
in accordance with the provisions of section 14 of  
The Planning Act, as the Official Plan for the  
..... Planning Area.

Date ..... ..

APPROVAL PORTION OF CERTIFICATE PAGE  
FOR AN OFFICIAL PLAN AMENDMENT

This amendment to the Official Plan for the .....  
Planning Area, which has been recommended by the  
..... Planning Board and adopted by the Council  
of ..... is hereby approved in accordance with  
the provisions of section 17 of The Planning Act,  
as Amendment No. .... to the Official Plan  
for the ..... Planning Area

Date ..... ..

SAMPLE 14

CERTIFICATION THAT DOCUMENT IS A TRUE COPY

I hereby certify that the enclosed document is a true copy of Amendment No. \*..... to the Official Plan for the ..... Planning Area as approved by the Minister \*\* of Housing on the ..... day of ....., 19.....

ORIGINAL SIGNATURE OF CLERK

Name of Clerk

CORPORATE

Name of Municipality

SEAL OF

MUNICIPALITY

- \* substitute Official Plan, where appropriate
- \*\* substitute Ministry, where appropriate